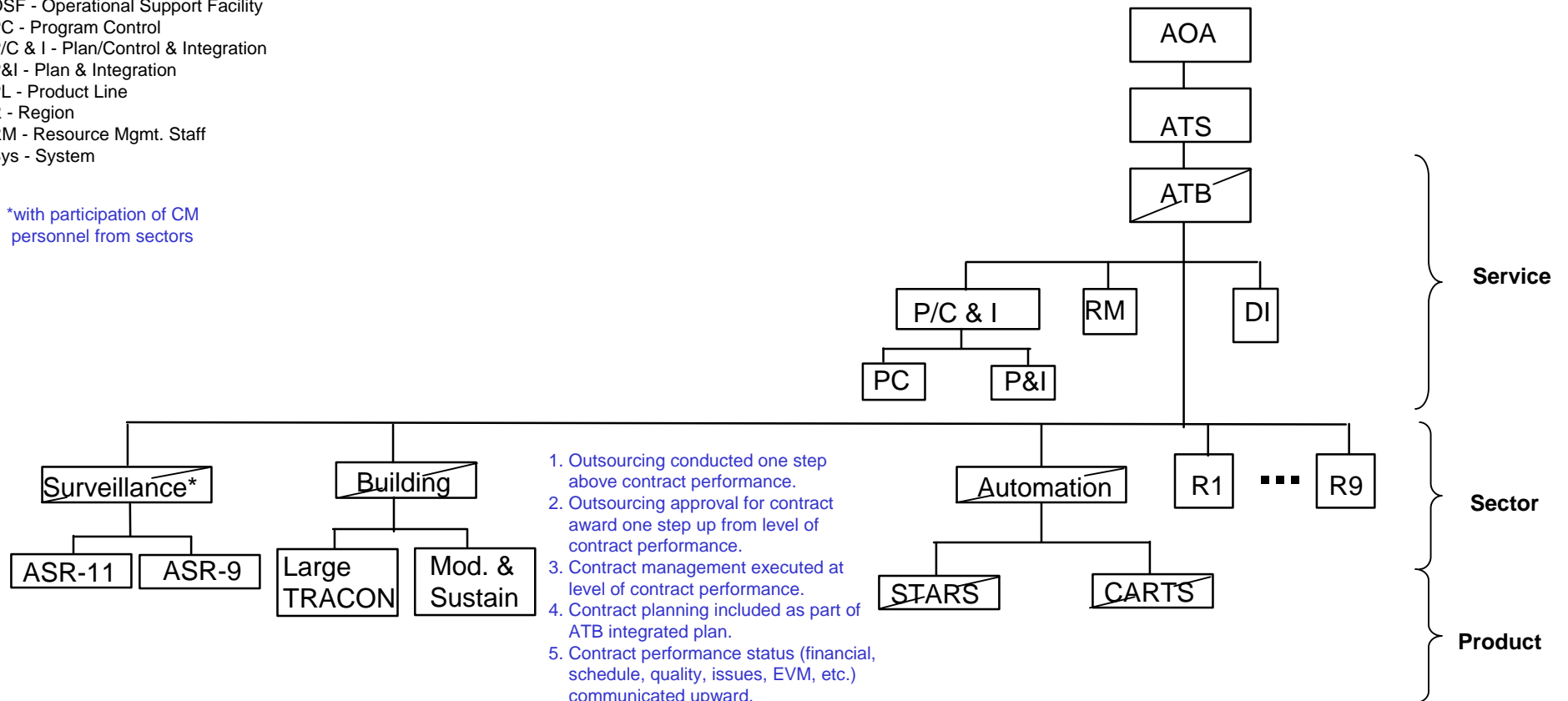


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## Cross ATB Contract Management including Outsourcing

DI - Deployment Support  
OSF - Operational Support Facility  
PC - Program Control  
P/C & I - Plan/Control & Integration  
P&I - Plan & Integration  
PL - Product Line  
R - Region  
RM - Resource Mgmt. Staff  
Sys - System

\*with participation of CM  
personnel from sectors



\*Initially - Planning Only

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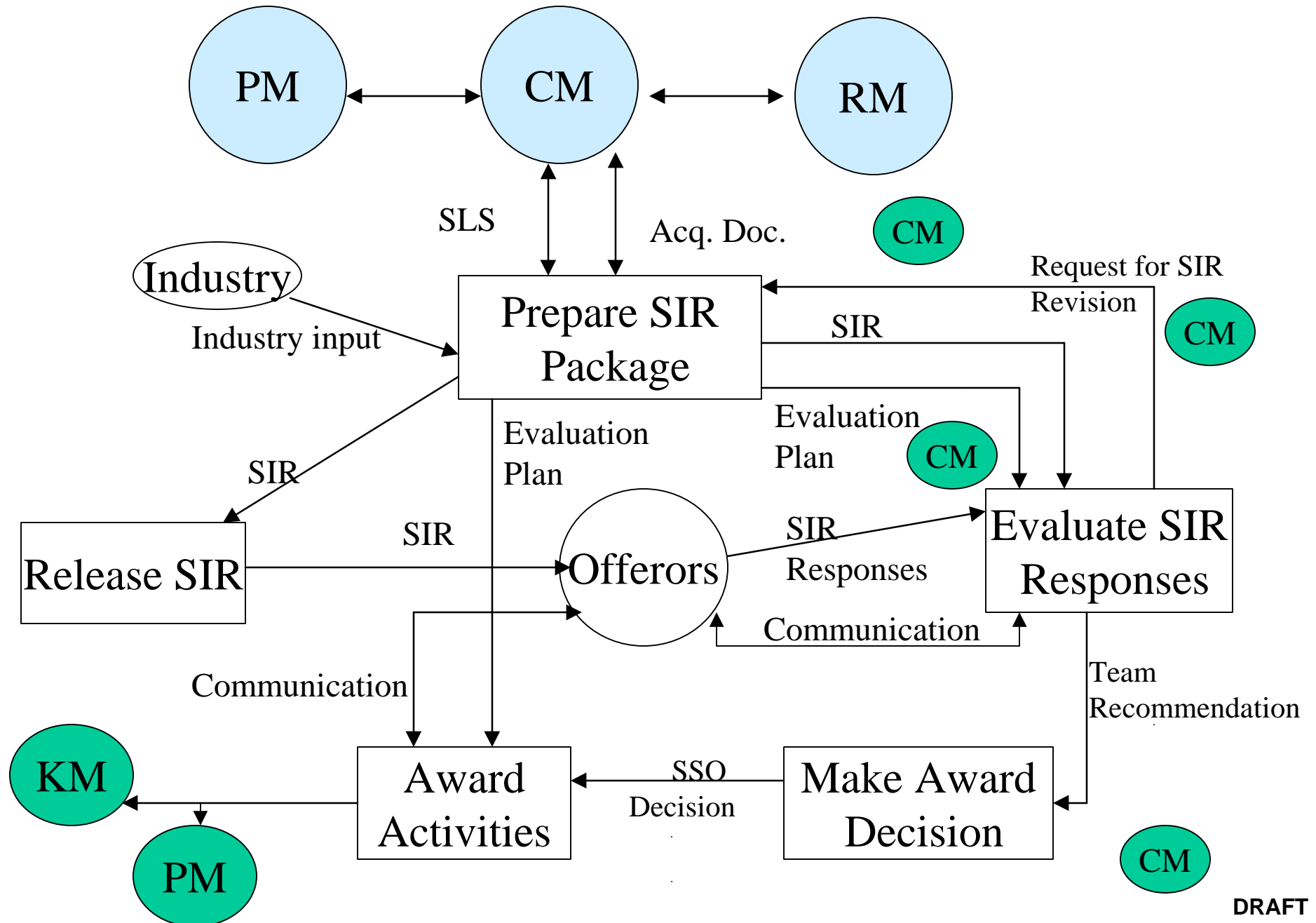
## 7.0 Contract Management

<b><u>Previous Process:</u></b> <ul style="list-style-type: none"> <li>•</li> </ul>	<b><u>Purpose/Definition:</u></b> <p>To ensure that all the activities under the contract are performed in accordance with contractual requirements.</p>	<b><u>Next Process:</u></b> <ul style="list-style-type: none"> <li>• CM PA 17</li> </ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>	<b><u>Owner:</u></b> ATB Lead  <b><u>Sub-Processes:</u></b> <p>7.1 Outsourcing 7.2 Contract Management</p>	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>
<b><u>Input(s):</u></b> <ul style="list-style-type: none"> <li>• Contract</li> </ul>		<b><u>Output(s):</u></b> <ul style="list-style-type: none"> <li>• Product(s) or service(s) as a result of the contract</li> <li>• Contract Close-out report</li> <li>• Property disposal</li> <li>• Archival file</li> <li>• Payment or consideration to contractor</li> </ul>
		<b><u>Reviews and Audits:</u></b> <ul style="list-style-type: none"> <li>• Peer Review</li> </ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"> <li>• Contract Award</li> </ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> <p>AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management</p>	<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"> <li>• Contract closeout</li> </ul>

## 7.1 Outsourcing

<b><u>Previous Process:</u></b> Needs Requirements Project Management Configuration Management	<b><u>Purpose/Definition:</u></b> To address the needs of organizations to identify the portions of the product that are to be outsourced, identify potential sources, and select the supplier for the needed capability.	<b><u>Next Process:</u></b> Contract Management Project Management Configuration Management
<b><u>Performing Agent(s):</u></b> •PT •Industry •CO •SSO	<b><u>Owner:</u></b>  <b><u>Sub-Processes:</u></b> 7.1.1 Prepare SIR Package 7.1.2 Release SIR 7.1.3 Evaluate SIR Responses 7.1.4 Make Award Decision 7.1.5.1 Award Activities	<b><u>Customer(s):</u></b> •PT •Potential offerors •Industry •Awardee •Unsuccessful Offerors •SSO
<b><u>Input(s):</u></b> •SLS •Acquisition Documents •Industry Input •Request for SIR Revision •Evaluation Plan •Communication •Team Recommendation •Evaluation Reports •SSO Decision •SIR •SIR Responses (Offers/Bids)		<b><u>Output(s):</u></b> <ul style="list-style-type: none"> <li>•Communication</li> <li>•Evaluation Plan</li> <li>•Request for SIR Revision</li> <li>•Team Recommendation</li> <li>•Evaluation Reports</li> <li>•SSO Decision</li> <li>• SIR</li> </ul>
<b><u>Entry Criteria:</u></b> •JRC-2 Approval •Establish Requirements •SIR is Ready to release •Received SIR Response(s) •SSO Decision has been Briefed •Internal Briefings conducted		<b><u>Reviews and Audits:</u></b> • Peer Review  <b><u>Exit Criteria:</u></b> PT Approves SIR Release •Evaluation Reports •SIR is on the web •Recommendations are Complete •SSO Decision • Award Activities Complete

# Outsourcing



## 7.1.1 Prepare SIR Package

<b><u>Previous Process:</u></b> PA01-Needs PA02- Requirements PA11-Project Management PA16- Configuration Management	<b><u>Purpose/Definition:</u></b> To identify requirements for industry.	<b><u>Next Process:</u></b> 7.1.2 Release SIR PA16- CM
<b><u>Performing Agent(s):</u></b> •PT •Industry	<b><u>Owner:</u></b>  <b><u>Sub-Processes:</u></b> 7.1.1.1 Compile SIR 7.1.1.1.1 Prepare CDRL 7.1.1.1.2 Prepare SOW 7.1.1.1.3 Prepare Terms and Conditions 7.1.1.1.4 Update Specification 7.1.1.1.5.1 Develop Schedule 7.1.1.2 Establish Quality Approach 7.1.1.3 Establish National Airspace Integrated Logistics Support (NAILS) Approach 7.1.1.4 Determine Acquisition Strategy 7.1.1.4.1 Prepare Single source Justification 7.1.1.4.2 Determine Industry Interaction 7.1.1.4.3 Determine Contract Type 7.1.1.4.4 Determine Fee Structure 7.1.1.5.1 Perform "ACQUIRE" 7.1.1.6 Prepare Evaluation Plan 7.1.1.7 Determine Evaluation Criteria 7.1.1.8 Appoint SSO 7.1.1.9 Prepare for Protest	<b><u>Customer(s):</u></b> •PT •Offerors
<b><u>Input(s):</u></b> •SLS •Acquisition Documents •Industry Input •Request for SIR Revision		<b><u>Output(s):</u></b> •SIR •Evaluation Plan
<b><u>Entry Criteria:</u></b> JRC-2 Approval Establish Requirements	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Reviews and Audits:</u></b> • Peer Review
		<b><u>Exit Criteria:</u></b> PT Approves SIR Release

## 7.1.2 Release SIR

<b><u>Previous Process:</u></b> 7.1.1 Prepare SIR Package	<b><u>Purpose/Definition:</u></b> To invite industry response.	<b><u>Next Process:</u></b> 7.1.3 Evaluate SIR Responses PA16- CM
<b><u>Performing Agent(s):</u></b> •CO	<b><u>Owner:</u></b>  <b><u>Sub-Processes:</u></b> 7.1.2.1 Assure SIR Package complete 7.1.2.2 Post Information on the internet	<b><u>Customer(s):</u></b> •Potential offerors •Industry
<b><u>Input(s):</u></b> •Draft SIR		<b><u>Output(s):</u></b> •Final SIR
		<b><u>Reviews and Audits:</u></b> • Peer Review
<b><u>Entry Criteria:</u></b> SIR is Ready to release	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> SIR is on the web

### 7.1.3 Evaluate SIR Responses

<b><u>Previous Process:</u></b> 7.1.2 Release SIR	<b><u>Purpose/Definition:</u></b> To determine the degree to which the offerors providing goods or services meet the Governments requirements.	<b><u>Next Process:</u></b> 7.1.4 Make Award Decision PA16- CM
<b><u>Performing Agent(s):</u></b> •PT	<b><u>Owner:</u></b>  <b><u>Sub-Processes:</u></b> 7.1.3.1 Review/Evaluate Contractor submittals 7.1.3.1.1 Apply Evaluation Criteria 7.1.3.1.2 Evaluate Past Performance 7.1.3.1.3 Determine Contractor Responsibility 7.1.3.2 Conduct Demonstrations and SCE(s) 7.1.3.3 Determine Competitive Range 7.1.3.3.1 Down-Select 7.1.3.4 Prepare Negotiation Strategy 7.1.3.4.1 Negotiate with Offerors 7.1.3.5.1 Prepare Request for SIR Revision 7.1.3.7.1.1 Prepare Evaluation Report 7.1.3.7.1.2 Prepare Team Recommendation	<b><u>Customer(s):</u></b> •PT •SSO
<b><u>Input(s):</u></b> •SIR •Evaluation Plan •Communication •SIR Responses (Offers/Bids)		<b><u>Output(s):</u></b> •Evaluation Reports •Team Recommendations •Request for SIR Revision •Communication
		<b><u>Reviews and Audits:</u></b> • Peer Review
<b><u>Entry Criteria:</u></b> •Received SIR Response(s)	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> •Evaluation Reports •Recommendations are Complete

## 7.1.4 Make Award Decision

<b><u>Previous Process:</u></b> 7.1.3 Evaluate SIR Responses	<b><u>Purpose/Definition:</u></b> To decide to award the contract to acquire goods or services.	<b><u>Next Process:</u></b> 7.1.7.1 Award Activities PA16- CM
<b><u>Performing Agent(s):</u></b> •PT •SSO	<b><u>Owner:</u></b>  <b><u>Sub-Processes:</u></b> 7.1.4.1 Coordinate with SBA 7.1.4.2 Get approval of Subcontractor Plans 7.1.4.3 Prepare Public Affairs Notification 7.1.4.5.1 Make Award Decision	<b><u>Customer(s):</u></b> •PT
<b><u>Input(s):</u></b> •Evaluation Reports •Team Recommendation		<b><u>Output(s):</u></b> •SSO Decision •Evaluation Reports
		<b><u>Reviews and Audits:</u></b> • Peer Review
<b><u>Entry Criteria:</u></b> •Evaluation is Completed	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> •SSO Decision



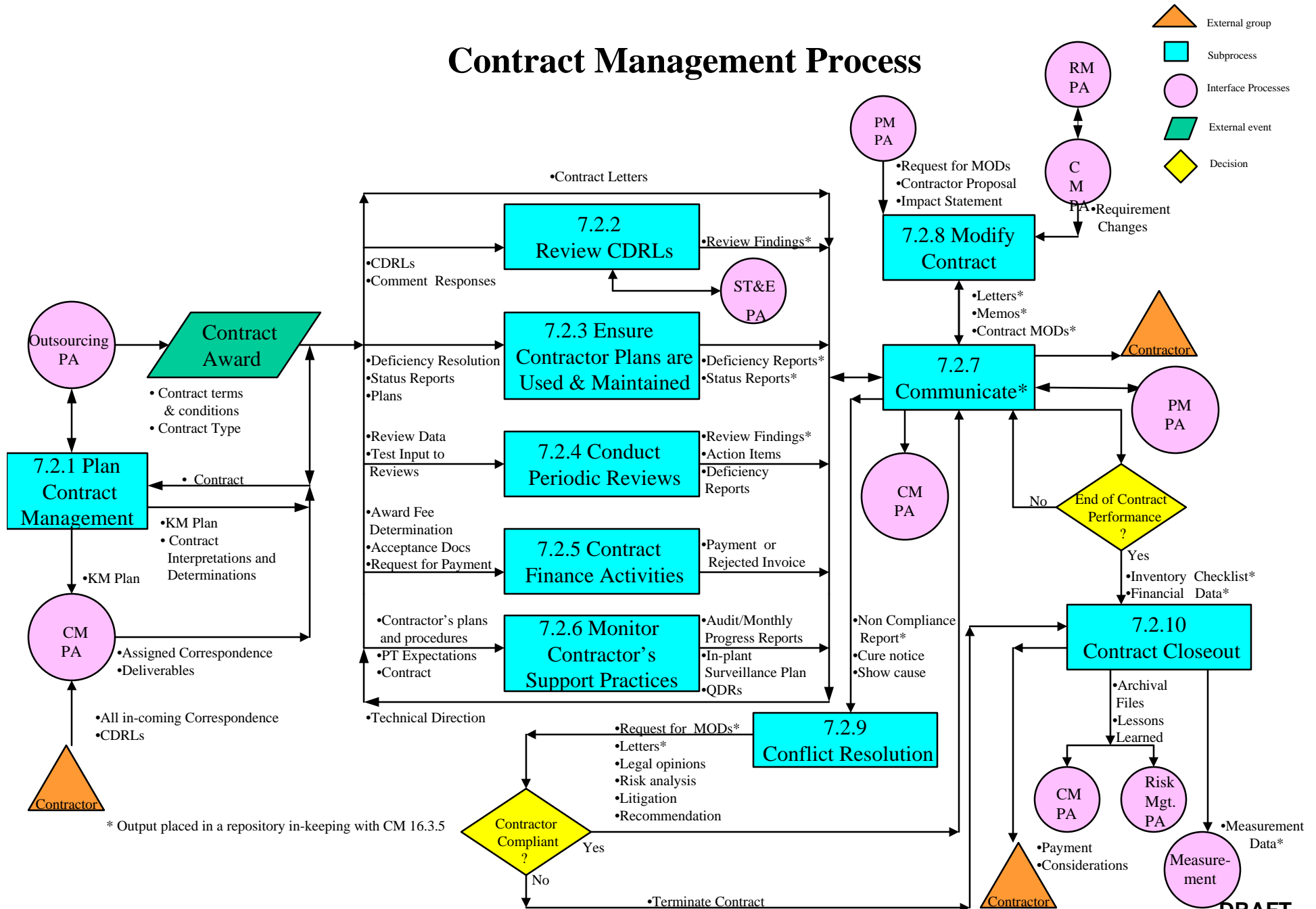
### 7.1.5.1 Award Activities

<b><u>Previous Process:</u></b> 7.1.4 Make Award Decision	<b><u>Purpose/Definition:</u></b> To Award the Contract and Inform the Unsuccessful Offerors	<b><u>Next Process:</u></b> PA 12 Contract Management PA 11 Project Management
<b><u>Performing Agent(s):</u></b> •CO	<b><u>Owner:</u></b>  <b><u>Sub-Processes:</u></b> 7.1.7.1.1 Award Contract 7.1.7.1.2 Sign the Contract 7.1.7.1.3 Process Freedom of Information Act (FOIA(s)) 7.1.7.1.5 Perform “ACQUIRE” 7.1.7.1.5.1 Conduct Debriefing	<b><u>Customer(s):</u></b> •Awardee •Unsuccessful Offerors
<b><u>Input(s):</u></b> •SSO Decision •Evaluation Reports •Communication		<b><u>Output(s):</u></b> •Communication
		<b><u>Reviews and Audits:</u></b> • Peer Review
<b><u>Entry Criteria:</u></b> •SSO Decision has been Briefed •Internal Briefings conducted	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> •Award Activities Complete

## 7.2 Contract Management

<b><u>Previous Process:</u></b> <ul style="list-style-type: none"> <li>• Outsourcing PA 05</li> </ul>	<b><u>Purpose/Definition:</u></b> <p>To ensure that all the activities under the contract are performed in accordance with contractual requirements.</p>	<b><u>Next Process:</u></b> <ul style="list-style-type: none"> <li>• Transition PA 09</li> <li>• CM PA 16</li> </ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>	<b><u>Owner:</u></b> ATB Lead	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>
<b><u>Input(s):</u></b> <ul style="list-style-type: none"> <li>• Contract</li> </ul>	<b><u>Sub-Processes:</u></b> <ul style="list-style-type: none"> <li>7.2.1 Plan contract management</li> <li>7.2.2 Review CDRLs</li> <li>7.2.3 Ensure contractor plans are used and maintained</li> <li>7.2.4 Conduct periodic reviews</li> <li>7.2.5 Contract finance activities</li> <li>7.2.6 Monitor contractor's support practices</li> <li>7.2.7 Communicate</li> <li>7.2.8 Modify contract</li> <li>7.2.9 Conflict resolution</li> <li>7.2.10 Contract closeout</li> </ul>	<b><u>Output(s):</u></b> <ul style="list-style-type: none"> <li>• Product(s) or service(s) as a result of the contract</li> <li>• Contract Close-out report</li> <li>• Property disposal</li> <li>• Archival file</li> <li>• Payment or consideration to contractor</li> </ul>
		<b><u>Reviews and Audits:</u></b> <ul style="list-style-type: none"> <li>• Peer Review</li> </ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"> <li>• Contract Award</li> </ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> <p>AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management</p>	<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"> <li>• Contract closeout</li> </ul>

# Contract Management Process



## 7.2.1 Plan Contract Management

<b><u>Previous Process:</u></b> <ul style="list-style-type: none"> <li>• Outsourcing PA 05</li> </ul>	<b><u>Purpose/Definition:</u></b> <p>Perform the activities required to assure contract is implemented as written and administered in accordance with the AMS</p>	<b><u>Next Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-Process 7.2 or 7.3 or 7.4 or 7.5</li> </ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>	<b><u>Owner:</u></b> ATB Lead  <b><u>Sub-Processes:</u></b> <p>7.2.1.1 Become familiar with contract and clauses  7.2.1.2 Ensure contract execution is consistent with the AMS  7.2.1.3 Plan contract activities</p>	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>
<b><u>Input(s):</u></b> <ul style="list-style-type: none"> <li>• Contract</li> </ul>		<b><u>Output(s):</u></b> <ul style="list-style-type: none"> <li>• Contract interpretations and determinations</li> <li>• KM Plan</li> </ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"> <li>• Contract Award</li> </ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> <p>AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management</p>	<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"> <li>• End of contract period of performance</li> </ul>

## 7.2.2 Review CDRLs

<b><u>Previous Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-process 7.1</li> </ul>	<b><u>Purpose/Definition:</u></b> To ensure compliance with contract requirements	<b><u>Next Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-process 7.1 or 7.3 or 7.4 or 7.5 or 7.7</li> </ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> <li>• Subject Matter Experts</li> </ul>	<b><u>Owner:</u></b> ATB Lead  <b><u>Sub-Processes:</u></b> 7.2.2.1 Evaluate CDRL to contract requirements 7.2.2.2 Prepare and coordinate review findings	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>
<b><u>Input(s):</u></b> <ul style="list-style-type: none"> <li>• CDRLs</li> <li>• Comment responses</li> </ul>		<b><u>Output(s):</u></b> <ul style="list-style-type: none"> <li>• Review findings</li> </ul>
		<b><u>Reviews and Audits:</u></b> <ul style="list-style-type: none"> <li>• Peer Review</li> </ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"> <li>• Receipt of CDRL</li> <li>• Receipt of comment responses</li> </ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"> <li>• Review findings have been prepared</li> </ul>

## 7.2.3 Ensure Contractor Plans are used and Maintained

<b><u>Previous Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-process 7.2</li> </ul>	<b><u>Purpose/Definition:</u></b> Ensure contractor usage and maintenance of plans and procedures	<b><u>Next Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-process 7.7</li> </ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> <li>• Subject Matter Experts (SMEs)</li> </ul>	<b><u>Owner:</u></b> ATB Lead  <b><u>Sub-Processes:</u></b> 7.2.3.1 Ensure contractor compliance with plans 7.2.3.2 Ensure plans are updated and maintained	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>
<b><u>Input(s):</u></b> <ul style="list-style-type: none"> <li>• Plans</li> <li>• Status reports</li> <li>• Deficiency resolutions</li> </ul>		<b><u>Output(s):</u></b> <ul style="list-style-type: none"> <li>• Deficiency Reports</li> <li>• Status Reports</li> </ul>
		<b><u>Reviews and Audits:</u></b> <ul style="list-style-type: none"> <li>• Peer Review</li> </ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"> <li>• Approved plans</li> </ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"> <li>• Contract completion</li> </ul>

## 7.2.4 Conduct Periodic Reviews

<b><u>Previous Process:</u></b> <ul style="list-style-type: none"><li>• Sub-process 7.1 or 7.2 or 7.3 or 7.5 or 7.7</li><li>• System Test and Evaluation PA 08</li></ul>	<b><u>Purpose/Definition:</u></b> Conduct formal and informal reviews to determine status of contractor performance	<b><u>Next Process:</u></b> <ul style="list-style-type: none"><li>• Sub-process 7.1 or 7.2 or 7.3 or 7.5 or 7.7</li></ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"><li>• ATB</li></ul>	<b><u>Owner:</u></b> ATB Lead	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"><li>• ATB</li></ul>
	<b><u>Sub-Processes:</u></b> 7.2.4.1 Determine pass/fail (entry/exit) criteria and readiness, as appropriate 7.2.4.2 Conduct formal reviews 7.2.4.3 Conduct technical interchange meetings 7.2.4.4 Conduct periodic evaluations of contractor engineering processes and procedures	
<b><u>Input(s):</u></b> <ul style="list-style-type: none"><li>• Review data (schedules, data, agenda)</li><li>• Test Input to Reviews</li></ul>		<b><u>Output(s):</u></b> <ul style="list-style-type: none"><li>• Action Items</li><li>• Deficiency reports</li><li>• Review Findings</li></ul>
		<b><u>Reviews and Audits:</u></b> <ul style="list-style-type: none"><li>• Peer Review</li></ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"><li>• Review scheduled or requested</li></ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"><li>• Review completed “AND/OR” Approved</li></ul>

## 7.2.5 Contract Finance Activities

<b><u>Previous Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-process 7.1 or 7.2 or 7.3 or 7.4 or 7.7</li> </ul>	<b><u>Purpose/Definition:</u></b> To determine contractor entitlement to payment and authorize appropriate payment	<b><u>Next Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-process 7.1 or 7.2 or 7.3 or 7.4 or 7.7</li> </ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>	<b><u>Owner:</u></b> ATB Lead  <b><u>Sub-Processes:</u></b> 7.2.5.1 Evaluate legitimacy of payment request 7.2.5.2 Determine payment earned 7.2.5.3 Certify request, as appropriate	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"> <li>• Contractor</li> </ul>
<b><u>Input(s):</u></b> <ul style="list-style-type: none"> <li>• Award fee determination</li> <li>• Acceptance Document</li> <li>• Request for payment</li> </ul>		<b><u>Output(s):</u></b> <ul style="list-style-type: none"> <li>• Payment or Rejected invoice</li> </ul>
		<b><u>Reviews and Audits:</u></b> <ul style="list-style-type: none"> <li>• Peer Review</li> </ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"> <li>• Receipt of payment request</li> </ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"> <li>• Payment authorization</li> </ul>



## 7.2.6 Monitor Contractor's Support Practices

<b><u>Previous Process:</u></b> 7.5	<b><u>Purpose/Definition:</u></b> To ensure contractor support practices are effectively implemented	<b><u>Next Process:</u></b> 7.7
<b><u>Performing Agent(s):</u></b> • ATB	<b><u>Owner:</u></b> ATB Lead  <b><u>Sub-Processes:</u></b> 7.2.6.1 Review contractor QA, CM and other related plans, standards, and procedures 7.2.6.2 Develop in-plant surveillance plan 7.2.6.3 Perform surveillance activities 7.2.6.4 Document findings, corrective action requests and reports 7.2.6.5 FAA acceptance of products and services	<b><u>Customer(s):</u></b> • ATB
<b><u>Input(s):</u></b> • Contract • Contractor's Plans and Procedures • PT Expectations		<b><u>Output(s):</u></b> • Audit Reports • Monthly Progress Reports • In-plant Surveillance Plan • Quality Discrepancy Reports (QDRs)
		<b><u>Reviews and Audits:</u></b> • Peer Review
<b><u>Entry Criteria:</u></b> •Contract Award	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> •End of Contract

## 7.2.7 Communicate

<b><u>Previous Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-Process 7.2 or 7.3 or 7.4 or 7.5 or 7.6 or 7.8</li> </ul>	<b><u>Purpose/Definition:</u></b> To facilitate the information exchange and sharing required to manage the contract	<b><u>Next Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-Process 7.2 or 7.3 or 7.4 or 7.5 or 7.6 or 7.8</li> </ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>	<b><u>Owner:</u></b> ATB Lead  <b><u>Sub-Processes:</u></b> 7.2.7.1 Coordinate issues 7.2.7.2 Prepare correspondence	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>
<b><u>Input(s):</u></b> <ul style="list-style-type: none"> <li>• Review findings</li> <li>• Deficiency reports</li> <li>• Status Reports</li> <li>• Contract MODs</li> <li>• Memorandums</li> <li>• Contract Letters</li> <li>• Payment or Rejected Invoice</li> <li>• Action Items</li> <li>• Audit/Monthly Progress Reports</li> <li>• In-plant Surveillance Plan</li> <li>• QDRs</li> </ul>		<b><u>Output(s):</u></b> <ul style="list-style-type: none"> <li>• Letters (Technical Direction, Contract)</li> <li>• Memorandums</li> <li>• Non Compliance Report</li> <li>• Financial Data</li> <li>• Inventory Checklist</li> <li>• Contract MODs</li> <li>• Cure Notice/ Show Cause</li> </ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"> <li>• Receipt of inputs above</li> <li>• Contract Award</li> </ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Reviews and Audits:</u></b> <ul style="list-style-type: none"> <li>• Peer Review</li> </ul>
		<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"> <li>• Signed and transmitted correspondence</li> <li>• Consensus or agreement between parties</li> </ul>

## 7.2.8 Modify Contract

<b><u>Previous Process:</u></b> <ul style="list-style-type: none"><li>• Sub-Process 7.7</li></ul>	<b><u>Purpose/Definition:</u></b> To ensure that the contract consistently reflects current agreements among all parties	<b><u>Next Process:</u></b> <ul style="list-style-type: none"><li>• Sub-Process 7.7</li><li>• Project Management PA 11</li><li>• Requirements PA 02</li></ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"><li>• ATB</li></ul>	<b><u>Owner:</u></b> ATB Lead  <b><u>Sub-Processes:</u></b>  7.2.8.1 Implement the requirement 7.2.8.2 Assess the requested change 7.2.8.3 Coordinate with the contractor 7.2.8.4 Formalize the modification 7.2.8.5 Issue modification to the contractor for execution 7.2.8.6 Negotiate, if required 7.2.8.7 Sign the modification	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"><li>• ATB</li></ul>
		<b><u>Input(s):</u></b> <ul style="list-style-type: none"><li>• Request for MODs</li><li>• Impact Statement</li><li>• Contractor proposal</li><li>• Requirement changes</li></ul>
		<b><u>Output(s):</u></b> <ul style="list-style-type: none"><li>• Contract MODs</li><li>• Memorandums</li><li>• Letters</li></ul>
		<b><u>Reviews and Audits:</u></b> <ul style="list-style-type: none"><li>• Peer Review</li></ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"><li>• Identification of need for contract MOD</li></ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"><li>• MOD is signed and transmitted</li></ul>

## 7.2.9 Conflict Resolution

<b><u>Previous Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-Process 7.7</li> </ul>	<b><u>Purpose/Definition:</u></b> To use legal action to force compliance, modify, or terminate the contract	<b><u>Next Process:</u></b> <ul style="list-style-type: none"> <li>• Sub-Process 7.7</li> </ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> <li>• CO</li> <li>• COTR</li> </ul>	<b><u>Owner:</u></b> ATB Lead  <b><u>Sub-Processes:</u></b> 7.2.9.1 Audit financial and performance records 7.2.9.2 Fact-finding 7.2.9.3 Provide recommendation	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"> <li>• ATB</li> </ul>
<b><u>Input(s):</u></b> <ul style="list-style-type: none"> <li>• Show cause</li> <li>• Cure notice</li> <li>• Non Compliance Report</li> </ul>		<b><u>Output(s):</u></b> <ul style="list-style-type: none"> <li>• Legal opinions</li> <li>• Risk analysis</li> <li>• Litigation</li> <li>• Request for MODs</li> <li>• Letters/Recommendation</li> </ul>
		<b><u>Reviews and Audits:</u></b> <ul style="list-style-type: none"> <li>• Peer Review</li> </ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"> <li>• Notification of legal action receipt</li> <li>• Receipt of non-compliance report</li> </ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"> <li>• Compliance by contractor</li> <li>• Modification to contract</li> </ul>

## 7.2.10 Contract Closeout

<b><u>Previous Process:</u></b> Sub-Process 7.7 or 7.6	<b><u>Purpose/Definition:</u></b> To ensure all contract actions have been completed and recorded	<b><u>Next Process:</u></b> <ul style="list-style-type: none"> <li>• Configuration Management PA 16</li> <li>• Transition PA 09</li> </ul>
<b><u>Performing Agent(s):</u></b> <ul style="list-style-type: none"> <li>• CO</li> <li>• Contractor</li> </ul>	<b><u>Owner:</u></b> ATB Lead  <b><u>Sub-Processes:</u></b> 7.2.10.1 GFP/CAP 7.2.10.2 Incurred cost audit 7.2.10.3 Processing outstanding claims and requests for equitable adjustment (REAs) 7.2.10.4 Preparation for final closeout modification 7.2.10.5 Archiving contract files	<b><u>Customer(s):</u></b> <ul style="list-style-type: none"> <li>• Government</li> <li>• Contractor</li> </ul>
<b><u>Input(s):</u></b> <ul style="list-style-type: none"> <li>• Inventory checklist</li> <li>• Financial data</li> </ul>		<b><u>Output(s):</u></b> <ul style="list-style-type: none"> <li>• Archival files</li> <li>• Payment</li> <li>• Considerations</li> <li>• GFE disposal</li> <li>• Measurement data</li> <li>• Lessons Learned</li> </ul>
		<b><u>Reviews and Audits:</u></b> <ul style="list-style-type: none"> <li>• Peer Review</li> </ul>
<b><u>Entry Criteria:</u></b> <ul style="list-style-type: none"> <li>• End of contract performance</li> </ul>	<b><u>Training/Tools/Handbooks/Policy:</u></b> AMS policy, ACQUIRE, FAST, DIDs, Contract, Domain training, Contract Management	<b><u>Exit Criteria:</u></b> <ul style="list-style-type: none"> <li>• Contract documentation sent to archival files</li> </ul>